

CHANGE NOTICE FOR MANUAL

MANUAL: Food Stamp Certification Manual

CHANGE NO.: 11-2002 **Date:** October 3, 2002

TO: County Directors of Social Services

EFFECTIVE November 1, 2002, make the following changes to the Food Stamp Certification Manual.

I. BACKGROUND

The purpose of this change notice is to provide clarification and revisions to policy in the Food Stamp Certification Manual as reflected in updated interpretations from the United States Department of Agriculture and changes in the federal regulations.

II. SPECIFIC CHANGES

A. Section 500, Recertifications

Home visit interviews or mutually acceptable location interviews meet the face-to-face requirement, as well as face-to-face office interviews. A face-to-face interview is required only once every 12 months.

B. Section 510, Full Certifications

Provides clarification that a full face-to-face interview is only required once in a 12-month period. Home visit interviews and mutually acceptable location interviews meet the face-to-face requirement.

C. Section 525, Change in Category of Recertification

Adds instructions that the Notice of Expiration can no longer be used to shorten certification periods due to a change in situation. The worker must use the DSS-8650, Notice of Information Needed, to provide written notice of what has changed in the food stamp unit's (FSU's) circumstances that justifies changing the certification period. The county must allow 10 calendar days for the FSU to respond. If the FSU does not respond or provide additional information clarifying its circumstances, the county will issue the Notice of Adverse Action to close the case.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective with each application, change in situation, or recertification taken or processed after November 1, 2002.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP MANUAL

REMOVE		INSERT	
Section	Pages	Section	Pages
500	1-2	500	1-2
510	1-5	510	1-6
525	1-2	525	1-2

If you have any questions, please contact your Program Integrity Representative.

Sincerely,

Wilbert R. Morris, Chief

Economic Independence Section

SB/bh

Attachments

[FSs500](#)

[FSs510](#)

[FSs525](#)